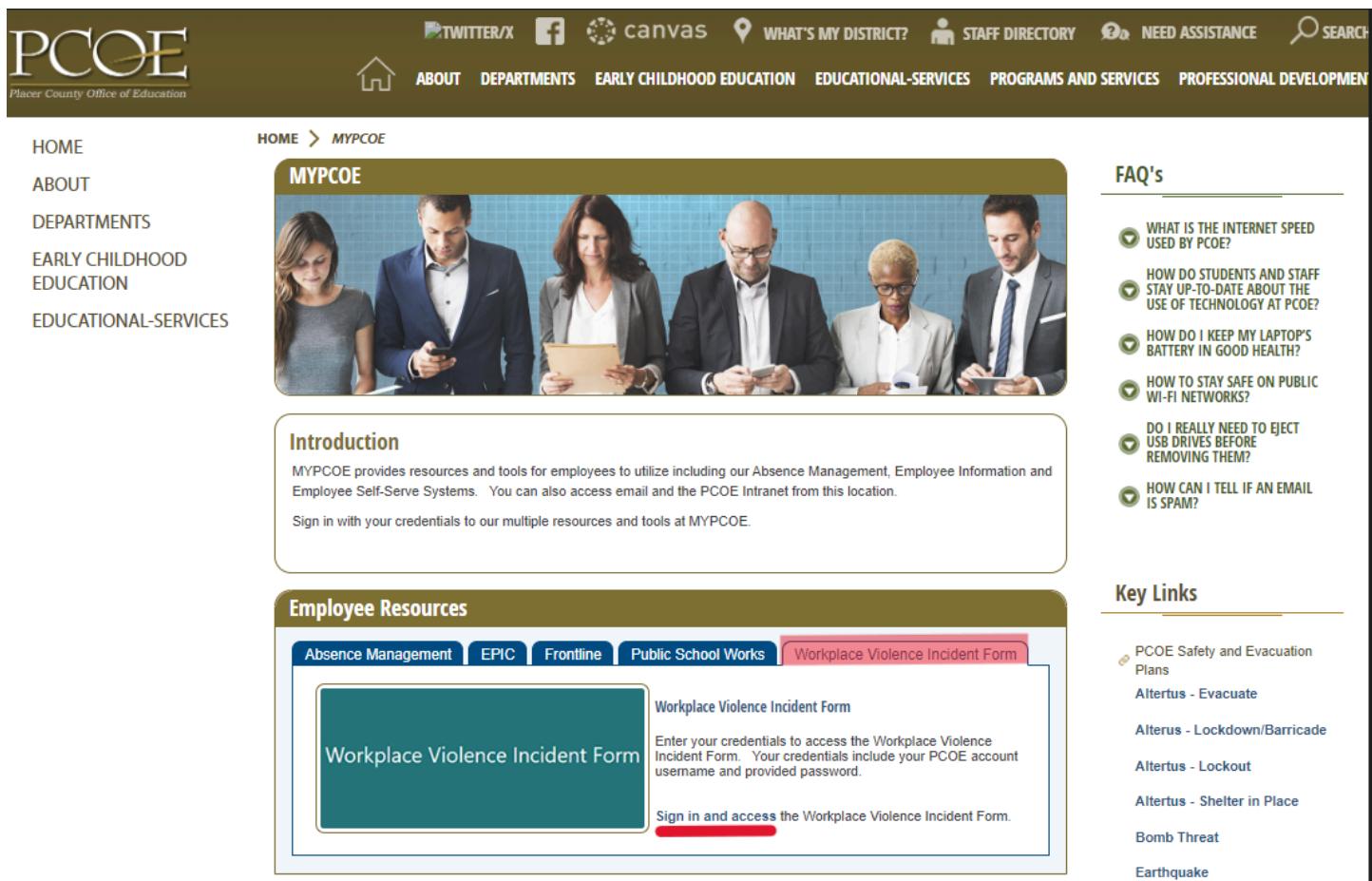


WORKPLACE VIOLENCE PREVENTION PROTOCOL

- Senate Bill 553 (passed 7/1/24) requires all employers in California to have a workplace violence prevention plan in place to report incidents of workplace violence.
- Employee training will include:
 - Annual Public School Works Training
 - Training by the Department Supervisor at the start of the school year. ([Slideshow](#))
- To report Workplace Violence:
 - Follow current department protocol regarding notification procedures **and**
 - Submit Incident form found on “MyPCOE”
 - Click on Workplace Violence Incident Form, log in using PCOE account and submit

Screenshot of Location of Workplace Violence Incident Form on MyPCOE page



The screenshot shows the MyPCOE page of the Placer County Office of Education (PCOE) website. The top navigation bar includes links for Twitter/X, Facebook, canvas, What's My District?, Staff Directory, Need Assistance, and a search function. The main menu on the left lists HOME, ABOUT, DEPARTMENTS, EARLY CHILDHOOD EDUCATION, EDUCATIONAL-SERVICES, PROGRAMS AND SERVICES, and PROFESSIONAL DEVELOPMENT. The current page is 'MYPCEO'. A banner image shows six diverse professionals (three men, three women) in business attire looking at electronic devices. The 'Introduction' section explains that MYPCEO provides resources and tools for employees, including Absence Management, Employee Information, and Employee Self-Serve Systems. It also mentions email and the PCOE Intranet. A 'Sign in' button is present. The 'Employee Resources' section features links for Absence Management, EPIC, Frontline, Public School Works, and the Workplace Violence Incident Form (which is highlighted with a pink border). The 'Workplace Violence Incident Form' link leads to a page where users can enter their credentials to access the form. The 'Key Links' sidebar on the right lists various PCOE safety and emergency plans, such as PCOE Safety and Evacuation Plans, Altertus - Evacuate, Altertus - Lockdown/Barricade, Altertus - Lockout, Altertus - Shelter in Place, Bomb Threat, and Earthquake.